

### **Title: Confidentiality**

**Policy number: KCFA 202**

### **Purpose**

The Keyano College Faculty Association (KCFA) recognizes that it owes a duty of confidentiality to its members. The purpose of this is to provide clear guidelines to the employees and officers, as defined in the KCFA bylaws, for handling confidential matters in an appropriate manner.

### **Procedure**

In the regular discharge of responsibilities, Officers and employees of the Association will have access to information that is confidential and/or proprietary. As such, all Officers and employees shall, at the commencement of their term of office or employment, sign a copy of the confidentiality agreement included in Appendix II. Signed Confidentiality Statements shall be kept on file in the Association offices.

All communications between the Association and the Member that relates to a member complaint must not be disclosed outside the association, principally to the employer, without the consent of the member.

All confidential files and information should be stored in the KCFA Office. Only an authorized officer or KCFA staff should have access to these files.

All closed files should be archived electronically and destroyed at the end of the year or as per the Records and Documents Management policy.

A Member who becomes aware of a possible breach of confidentiality shall bring this to the attention of the Committee Chair or an Officer of the Association. The Executive Committee shall determine the appropriate action to take.

A confidentiality breach includes, but not limited to:

- Discussing a member's case with a colleague
- Disclosing a committee's information to non-committee members
- Leaving case files unattended in a common area, which other individual can access
- Disclosing a member's details with other individuals without the member's consent

The Freedom of Information and Protection of Privacy Act prevails in an event, where this policy is in conflict with the Act.

### **Dates**

Approved by the KCFA Executive Committee- August 31, 2015

### **Responsibility**

KCFA Officers  
KCFA Administrative Director

### **Impacts**

201- Records and Documents Management Policy